

FINANCIAL REPORTING MANAGER FINANCE DEPARTMENT

SALARY RANGE: \$6,031 - \$8,083 per month

CLOSING DATE: February 6, 2015

The City of Beaverton, recognized as one of the 100 best places to live in America, is seeking a Financial Reporting Manager to join our Finance Department team. This position will manage the City's financial reporting activities, including year-end closings, annual financial report (CAFR), annual audit preparation and coordination, GASB reporting, general ledger systems, accounts payable, periodic financial reports and grant reporting. This team earns GFOA recognition for excellence in both its budget presentation and CAFR reporting and has done so for decades. The annual budget is approximately \$184 million.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plan and coordinate all staff activities in preparing month end and fiscal year-end closings;
- Interpret and implement new generally accepted accounting rules issued by the governmental accounting standards board;
- Coordinate the interim and annual audit process with external auditors;
- Assist in preparing the City-wide budget and the City's Capital Improvement Plan;
- Direct, plan and coordinate all staff activities in maintaining the general ledger;
- Manage and supervise City's accounts payable activities and 1099 issuance;
- Coordinate federal grant financial activities and prepare grant reports and billings;
- Manage staff to ensure City goals and objectives are met;
- Exhibit leadership to staff, work teams and fellow employees;
- Provide excellent internal and external customer service;
- Actively promote and support diversity in the workplace.

TO QUALIFY: Requires a Bachelor's degree in accounting, finance, business administration or a related field and seven years' experience in municipal accounting, including two years in a lead or supervisory capacity, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards. CPA is desirable.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application and resume to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

